

Policy Number:

Policy Title: Visitor

Author:

Last updated:



Visitor Policy: The Whole School Policy

including EYFS and Boarding

This Policy should be read in conjunction with the Safeguarding & Child Protection Policy, the Security Policy and Major Incident Plan, the Supervision of Children Policy and the Curriculum Policy.

1. VISITORS TO THE SCHOOL

- 1.1 All visitors to the school, outside normal drop-off and collection times, are required to report to the School Office (or to The Barn for EYFS) where they will be asked to sign in. This includes all parents. Unless otherwise directed, there is no right of access during the school day to the school buildings, changing rooms or grounds of the School. Forgotten items such as sports kit or musical instruments should be taken to the School Office who will arrange for it to be passed to the child.
- 1.2 Even at normal drop-off and collection times, parents should wait for their children at the place designated for their year group to be dismissed, such as the turning circle, the double tennis courts or The Barn. They should not go beyond these areas into the school and should not enter the school buildings.
- 1.3 Once a visitor has signed in at the School Office or The Barn, they will be escorted by a member of staff within the School and supervised whilst on school premises.
- 1.4 All visitors are given a Visitor's Pass to wear. Any adult on the school grounds can expect to be challenged by a member of staff if they are not recognised and are not wearing a Visitor's Pass. Intruders will be escorted from the School grounds in accordance with the Security Policy.
- 1.5 If for any reason a child needs to be collected before the end of the school day, parents should attend at the School Office (or The Barn for EYFS) where the child will be brought to them and should sign out. Parents are advised to leave plenty of time for collection and travel to any appointment.

2. VISITING SPEAKERS

- 2.1 The School follows the government's Prevent Duty statutory guidance and our

wider safeguarding obligations in relation to visiting speakers. As part of curriculum delivery and enrichment, the School may invite guest speakers from the wider community to attend school to deliver material to pupils and/or their parents. The School recognises the enormous benefit gained by pupils from speakers from all walks of life and greatly appreciates the time and effort that visiting speakers put into their presentations.

2.2 Such visiting speakers are treated as any other visitor in accordance with this Policy, being required to provide photo ID and to sign in at the School Office. Visiting speakers will be accompanied at all times whilst at school and will not be left alone with children. The Prevent statutory guidance requires visiting speakers to be appropriately supervised and suitable for the school. The School's responsibility is to ensure that pupils can critically assess the information they receive which should be aligned to the ethos and values of the School and fundamental British values of democracy, rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

2.3 A risk assessment will be conducted when a visiting speaker is planned to visit and the staff member inviting the speaker into school will obtain an outline of the proposed content of the talk. In addition, the School will carry out such additional safeguarding checks as are considered necessary and will take all reasonable steps to ensure that the content to be delivered is appropriate to the age and stage of development of the children. As visiting speakers will be always supervised whilst at school, specific vetting checks are not required; we will as a minimum, however, undertake internet searches to ensure they are suitable. Supervised visiting speakers will be entered as a volunteer on the SCR.

- 2.4** Visiting speakers will be reminded of their obligation to actively promote fundamental British values, be politically balanced and non-discriminatory. The School will not use a visiting speaker where any link is found to extremism of any sort. Staff will be present during the speaker's talk and have the right and responsibility to intervene or stop the talk if it does not meet these expectations.
- 2.5** If a visiting speaker is to provide their talk online, the same checks and risk assessment will be conducted and staff will attend the talk, in order to safeguard pupils.

September 2022 (SEB)

